

Iowa State University



CHILD DEVELOPMENT
laboratory school

**Practicum Student
Handbook
2017-2018**

Welcome to the ISU Child Development Laboratory School. You have been scheduled as a practicum student for our nationally accredited program. As we are expected to be a model for best practices, the expectations for you are also high. We are so glad you are here and look forward to getting to know each of you. Teaching is an exciting profession and a wonderful adventure. We hope you will enjoy your time with us and learn lots of practical teaching techniques.

Professional Behavior

You are taking a class at Iowa State that requires you to participate in a community school or center to gain the skills and knowledge you need to successfully complete the course. Our expectation is that you will act respectfully and professionally, especially since you are representing Iowa State University. Please adhere to the following guidelines:

Arrive early or on time for your practicum experience, and stay for the entire time without leaving early. If you must leave early for some reason, talk to your cooperating teacher prior to your practicum time to make arrangements.

Avoid absences unless you encounter an emergency situation (e.g. flat tire) or have a legitimate illness (e.g. running a high fever or vomiting). In such cases you need to contact your cooperating teacher by phone and email to let them know you will not be able to come.

Display an eagerness to actively learn by taking initiative and asking questions. Get engaged in the classroom, look for places where you can help, and make attempts to handle children's behavior. Don't just stand by and watch or ask questions. Engage with the children and the classroom environment.

Be willing to try new experiences and maintain a positive attitude.

Respond professionally to feedback by accepting and implementing suggestions from your cooperating teacher. Welcome constructive feedback.

Follow and uphold all school rules.

Maintain professional relationships with the teaching team.

Demonstrate respect for peers, administrators, parents, and children. Respect their differing opinions, abilities, feelings, and experiences.

Respect the confidentiality of children, teachers, peers, and parents.

Communicate regularly with your cooperating teacher, contacting them immediately when problems arise.

Make the practicum experience a priority. Arrive eager and ready to learn (as opposed to tired and hungry, for example), act like you want to be there and focus on the children (no talking about weekend parties or your love life, for example), and be open to what the experience has to offer.

Practicum experiences are an extension of class time. Therefore, no cell phones should be used during this time.

Use appropriate written and oral communication (i.e. avoid the use of profanity, slang, or excessively casual communication). Remember that you are a role model for language learning children.

Treat children with dignity, kindness, and respect.

Professional Dress

Professionals gain respect from their constituents partially through their appearance. Therefore, a neat and clean appearance is required at all times. All clothing should fit properly (neither too tight nor too oversized and sagging) and provide a modest covering (this is a G-rated environment so avoid sheer fabrics, plunging necklines, and styles that do not cover your mid-section or undergarments). You will be working with small children, and may be required to be on the floor. More casual clothes are usually acceptable when working with young children, however casual does not mean athletic apparel. No running shorts, yoga pants (short, long, tight, or loose), running pants (commonly called swishy pants), or tank tops. Athletic shoes are encouraged, however, pajamas are also forbidden. Please adhere to the following additional guidelines regarding professional appearance:

Wear clean clothes that are not wrinkled.

Attend to grooming (clean hair, nails, etc.)

Piercings are acceptable, however, we recommend taking them out during practicum if possible. Children are curious and like to touch and pull. For your safety, we advise you to remove even ear piercings during practicum.

Tattoos are acceptable as long as they do not contain profanity, nudity, harsh language, etc.

Footwear should be comfortable and clean (no flip flops or beachwear). All shoes must have a back/back strap.

Avoid chewing gum, eating, or drinking in rooms where the children are not permitted to eat or drink.

Avoid wearing caps/hats unless for religious reasons or medical necessity.

Jeans are allowed. Short shorts are unacceptable. Your shorts and skirts hemline should land below your fingertips if you have your arms at your side.

Avoid attire that contains questionable wording (e.g. those containing obscene, gang related, offensive messages, references to products that are illegal to minors). This is a G-rated environment.

Garments that are low riding, exposing underwear, cleavage, or midsections are prohibited. Keep in mind that you will be bending over and squatting down frequently, and clothes should continue to cover you adequately even in those positions.

Winter gear is necessary during the practicum months November through March. Please come dressed for the weather. This may include snow pants, winter boots, but should absolutely include gloves and hat. If the children go outside, practicum students go with them. You should dress so you can interact with children outdoors in snow, drizzle, etc.

Attendance and participation

As students, we know you have a love of learning! The best way to learn in the laboratory school setting is to be highly involved. You also need to be responsible. This means you show up for all your scheduled times on time and stay until the end of your designated time. The children are counting on you and so are we! Upon arrival, please do the following:

1. Locate the place for your backpack and coat, turn off your cell phone and store it in your backpack
2. Wash your hands (proper hand washing technique should be followed, see page 7).
3. Check the practicum student binder/file folders and student/staff bulletin board for any pertinent information.
4. Put on your nametag each time you come as. We may know your name, but it is helpful for parents who come into our room and for those observing. Thanks!

Once you are signed in and have washed your hands, you will need to choose a place to start your day. Please check the posted lesson plans (online, outside each classroom and inside each classroom) to see if you are assigned to any specific areas. If not and if we are in a structured activity, such as group time or snack – please join in and help us. If it is self-selection time, we ask that you do a variety of things once you have chosen the activity where you will start your day. For instance, you might encourage children to participate in an activity, you might help to make sure children are safe in the activity (i.e. block building – build only as high as your shoulders), you might discuss the activity with the children (keeping focused on their individual goals), or you might be involved in helping the children clean up an area as they get ready for the next activity.

If the children are resting – you may need to help teachers set up for the next activity, set up for snack, or help children transition from rest time. The possibilities for participation and learning are endless! If you do have difficulty finding a place to start – please ask for help. We are **always** willing to help you get started and answer questions. **The key to a successful practicum experience is involvement!**

If you are ill or have an emergency and will not make it to your assigned practicum time, please call your assigned classroom immediately:

Lab 1: 515-294-8506

Lab 2: 515-294-6992

Lab 3: 515-294-0789

Lab 4: 515-294-0790

Should you need to miss a scheduled practicum time, please note that you will make up that time during Dead Week only.

Questions

Sometimes it is difficult to come into a new situation and ask questions. However, asking questions or clarifying information is a wonderful way to learn new things. Please ask questions! Ask, Ask, Ask! It will really help you understand all that happens in our classrooms. It is occasionally difficult to catch the teachers when they are not busy for questions, but they will make time for you. If it is not possible for them to answer the question immediately, they will be happy to answer through email, during your next practicum time, or they will set up a time to meet with you. Feel free to exchange information using e-mail. The teachers welcome your questions and will answer them the best they can.

Classroom rules and guidance techniques

We have established classroom rules with the children, but children need reminders. Throughout the year, the children will be learning social skills through large and small group activities, as well as daily interactions. We expect you to be positive with the children; stating directions in a positive manner (see examples below). When children are unable to follow directions, you may need to redirect them. Especially help the children use their words to express feelings and what they want another child to do or remove them from an activity until they are ready to do what was asked of them. If you need help with guidance techniques, please let us know – or if we observe a difficult situation, we may step in to assist you. Otherwise, it is our hope that you will begin to use the

experience you have gained thus far to handle guidance situations on your own. (Again, we are available if you need us!)

Examples:

What NOT to do

“If you don’t do what I told you, you’re going to be in trouble.”

“If you throw that sand, you’ll be sorry!”

“Will you put your coat on?”

“Will you please be quiet?”

“You must work at the game center.”

“I want you to clean up now!”

What to do

“It’s time to come in. You can walk or I can carry you.”

“Put the sand down or you’ll need to leave the area.”

“It’s time to put your coat on before we go outside.”

“You need to find your place in the circle. I have something special for you to do.”

“Would you like to work at the game center, on a puzzle, or a pegboard?”

“After all the centers are cleaned, we will be able to go outside.”

As you are giving positive directions, you will want to reinforce children for a job well done. Here are some ideas to get you started:

Social Reinforcement:

Verbal

Thank you

Wow!

That was nice

I like how you...

Good Listening! Good Thinking!

Awesome!

I saw how you...

Non-Verbal

Smiling, hugging, nodding

Holding hands

Looking interested

A pat on the back

Arm around child

High 5; Thumbs up

Material Reinforcement:

Objects

Stickers

Stars

Stamp on hand

Activities

Watering plants, feeding pets

Playing with a special toy

Listening to a story

Bubbles

Choosing a game with an adult

Emergency Procedures

Please check the emergency procedure posters near the door to each classroom. If there were to be a real emergency, it is important for you to be aware of how we handle these procedures. Throughout the semester you may have the opportunity to practice any one of our emergency procedures with us.

Classroom Injuries and First Aid

While we take all precautions to be safe in our classroom, bumps and scrapes will happen. Our teachers and teaching assistants have received first aid training to deal with minor injuries and emergencies. It may happen that as you are working in our classrooms, you may be with a child when they are injured. Please call for a staff person's help immediately, and stay with the child to comfort and calm him or her until one of the teachers can help you. Teachers may ask you to report what happened so they can fill in the necessary accident report.

Photographs

Practicum students should NOT take pictures/videos of the children due to confidentiality issues. You can however, take pictures of the children's work (block structures, etc.) for use in the portfolio to document their developmental abilities. The use of your personal cell phone/iPad/tablet/other electronic device is prohibited for taking pictures and video of the children. Should you need a photo, please use the classroom camera or iPad and the teachers will email you the photos or video.

Reminders

Finally, we are pleased that you are here, and look forward to having you involved in our program. Your participation and new ideas help to enrich our program. We expect you to have a positive experience with us!

Remember –

- Turn your cell phones OFF and put them in your backpack
- **Wash your hands**
 - When you come into the room
 - After toileting
 - After using a Kleenex (Please cough or sneeze into your sleeve, not your hand)
 - Before and after using sensory materials (playdough, water, etc.)
- **Respect the confidentiality of the children and families in our classroom**
- Ask questions as they arise
- Tell us if you need help
- Enjoy the wonder and delight of working with young children

You can find our Parent Handbook and other information related to the Lab School on our website at www.cdls.hs.iastate.edu.

Materials for Teaching

In courses that require lesson planning and teaching, the Lab School can provide/purchase items that you may need for those lessons. You have access to any of the materials/toys/games/books/etc. we have here at the Lab School. If we don't have what you need, and it is within reason, we can purchase items for you. With a week's notice, you can give your list to the Storekeeper and she can purchase the necessary items for you. Once purchased these items do become the property of the Lab School, so if it is something you might want to keep for future use, then you would need to purchase it yourself.

General Guidelines for lesson planning

Food – As a best practice, we do not plan activities involving food in its final form as a play object. For example, we do not use pudding as a sensory activity with infants.

- Food can be used in cooking activities as long as the food will be consumed by our little chefs.
- Food not in its final form can be used as an activity. For example, exploring the inside of a pumpkin would be appropriate as we do not eat raw pumpkins.
- Be aware that several foods are considered a choking hazard, and while not in their final form, may not be used. For example, raw beans and noodles.
- Many children and adults come to our program with food allergies. Please check with your cooperating teacher to ensure that even though the food meets the above standard, that it isn't an allergy for someone in the class.
- The Child Development Laboratory School is a nut free environment which means at no time is it acceptable to bring in products that contain tree nuts or legumes.

Dismissal from Practicum

In some instances, a practicum student may be dismissed from their placement for the remainder of the semester. Dismissal is different from “withdrawal” which generally indicates the student is having a successful practicum experience but needs to withdraw for personal or health reasons and will be given consideration of an incomplete grade.

Dismissal could occur based on the request of the Lab School, and at the discretion of the Early Childhood Coordinator. Problems in the following areas could lead to dismissal:

1. Unprofessional conduct (e.g. breach of confidentiality, poor attendance)
2. Poor interpersonal relationships or communication
3. Lack of organization, planning, or teaching skills
4. Criminal charges or problems with the law

A conference with the student, the supervising teacher, and the early childhood coordinator may be held to discuss the situation.

HANDWASHING PROCEDURE

All adults in laboratory school classrooms need to follow ALL the steps identified below. If staff members follow only a few of these suggestions, germs undoubtedly will spread among children and maybe to you! **REMEMBER:** Just one exposure to germs can be enough to spread a contagious disease.

WASH YOUR HANDS. The BEST way to stop disease is to wash your hands well. Use this method to make sure your hands are free of germs.



- **HOW TO WASH YOUR HANDS MOST EFFECTIVELY:**
 - Use SOAP and RUNNING WATER.
 - Rub your hands vigorously for 20 seconds as you wash them.
 - Wash ALL surfaces, including BACKS OF HANDS, WRISTS, and UNDER FINGERNAILS with your fingers pointed to the sink drain
 - Rinse your hands well WITH the water running.
 - Dry your hands with a single- use towel.
 - **Turn off the water using a PAPER TOWEL instead of bare hands.**
- **WHEN TO WASH YOUR HANDS:**
 - Upon arrival at the Laboratory School classroom.
 - Before preparing or serving food
 - Before and after sensory play, including water
 - After handling a pet
 - After diapering a child, wiping a nose, or cleaning up messes
 - And after you've been to the bathroom either with a child or by yourself.
- **KEEP THE CHILDREN'S HANDS WASHED, TOO.** Especially:
 - When they arrive at the center
 - Before they eat or drink or prepare snacks for others
 - After they use the toilet or have their diapers changed
 - When coming in from outside
 - Before and after sensory play, including water
 - After handling a pet
 - After they have touched a child who may be sick.

If they are too young to do it themselves, **YOU** wash their hands. Older children should get into the habit of hand washing to **STOP** disease from spreading. **REMEMBER:** They will learn by watching **YOU**.

- **When a child forgets to wash his or her hands or is NOT washing them CORRECTLY:**
 - TELL the child to wash hands correctly (show the child the classroom signs posted near each sink).
 - SHOW the child how to wash hands if the child does not know how or has forgotten.
 - TEACH the child to sing 2 verses of “Row, Row, Row Your Boat” while rubbing soapy hands together for 20 seconds.
 - REMIND the child that washing hands helps avoid getting sick.

ISU Child Development Laboratory School Diaper Changing Procedure

1 Get Organized



To minimize contamination, **gather what you need before bringing child to area:**

- Fresh diaper
- Wipes (out of container)
- Gloves

Other items that might be needed:

- Clean clothes
- Plastic bag for soiled items
- Dab of diaper cream on tissue

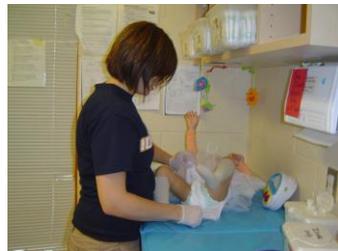
If possible, place these items near, but not on, changing surface.

2 Prepare



Put on disposable gloves

Carry the baby to the changing table.



Remove child's clothes, shoes, and socks as needed.

Avoid contact with soiled items, and **always** keep a hand on the child.

Put soiled clothes in a plastic bag, close securely, for sending home.

3 Clean the Child



Unfasten the diaper, but **leave the soiled diaper under the child** (unless impossible to clean with soiled diaper under child, then place soiled diaper directly into covered, lined step can and a paper towel under child's bottom).

Use disposable wipes to clean the diaper area. Remove stool and urine from front to

back and use a fresh wipe each time.

Put the soiled wipes into the soiled diaper or directly into covered-lined step can.

Note any skin problems such as redness.

4 Dispose of Diaper



Fold the diaper over with wipes inside and secure it with tabs.

If used, **remove gloves** inside out around diaper without touching the outside of the gloves.



Dispose of soiled diaper and gloves directly into covered, lined step can.

5

Put a Clean Diaper on Child



Wipe your hands with a disposable wipe.

Wipe child's hands with a disposable wipe.

Slide fresh diaper under child.

Use tissue to apply needed diapering cream. Discard

tissue in covered, lined step can.

Adjust and fasten the clean diaper and finish clothing child.



6

Clean child's hands



Take child to sink. Hold child's hands and wash child's hands with soap and water using proper hand washing technique. Dry with a paper towel.

If child can stand, assist child as necessary to wash and dry their hands at the child washing sink using proper hand washing technique.

If you are unable to hold the child for hand washing and the child cannot stand at the sink, use a disposable wipe to clean the child's hands.

Return child to play area.

7

Clean Table



Spray entire diapering area with soapy water. Wipe dry with a paper towel.

Spray entire diapering area with sanitizing solution (1 tablespoon household bleach to 1 quart of water mixed fresh daily).

Recommended practice is to allow the table to air dry or **wait for 2 minutes before wiping** to allow the solution to kill germs. However, if there is a delay of at least 10 seconds before the solution is wiped from the surface, this will be considered adequate. The surface cannot be sprayed and immediately wiped.

8

Wash Your Hands & Record on Log



Use soap and running warm water to wash your hands

using proper hand washing technique.

Use a paper towel to turn off faucet.

If needed, use a hand lotion to prevent your hands from becoming dry and chapped.



Record diaper change and any concerns (such as loose stool or skin irritation).

Wipe table dry if still wet, before next change.

Child Development Laboratory School

Palmer Building

Office: 294-3040

www.cdls.hs.iastate.edu

cdlabs@iastate.edu

Fall 2017- Spring 2018	Lab 1 Program for Infants & Toddlers	Lab 2 Program for 2- & 3- Year-Old Children	Lab 3 Program for 3-, 4- & 5-Year-Old Children	Lab 4 Program for 3-, 4- & 5-Year-Old Children
Program Type	All-day Program for Infants & Toddlers	All-day Program for 2- to 3-Year-Olds	All-day Program for 3- to 5-Year-Olds	All-day Program for 3- to 5-Year-Olds
Classroom Phone #	(515) 294-8506	(515) 294-6992	(515) 294-0789	(515) 294-0790
Program Room	0356 Palmer	0362 Palmer	0372 Palmer	0378 Palmer
Meeting Times	7:30 to 5:30	7:30 to 5:30	7:30 to 5:30	7:30 to 5:30
Head Teacher	Heather Bruno hbruno@iastate.edu	Floater Daphne Burgason daphneb@iastate.edu	Tiffany Schieffer tiffanys@iastate.edu	Peggy Ward pward@iastate.edu
Teacher	Taylor Bodholdt taybay@iastate.edu	Laura Purvis lpurvis@iastate.edu	Katie Bangert kbangert@iastate.edu	Megan Wettlaufer meganw11@iastate.edu
Office Phone	(515) 294-6252	(515) 294-6252	(515) 294-6252	(515) 294-6252
Late fee assessed after	5:30	5:30	5:30	5:30
Ages	Born or 1-year-old by September 15	2-years-old by September 15	3 or 4-years-old by September 15	3 or 4-years-old by September 15
Number of Students	8	12	8 three-year-olds 10 four-year-olds	8 three-year-olds 10 four-year-olds
Snack/Lunch	AM Snack Lunch Daily PM Snack	AM Snack Lunch Daily PM Snack	AM Snack Lunch Daily PM Snack	AM Snack Lunch Daily PM Snack
Enrollment Fee (non-refundable)	\$100.00	\$100.00	\$100.00	\$100.00
Monthly Tuition Fee	\$1,293.00	\$947/\$1160/\$1206	\$862/\$1032/\$1069	\$862/\$1032/\$1069
Jen Van Ryswyk, Lab School Administrator, 294-7478, jenvan@iastate.edu			Kim Venteicher, Parent Coordinator, 294-3040, kimberly@iastate.edu	
Christine Lippard, Faculty Coordinator, 294-5061, maynard1@iastate.edu			Sara Sherman, Storekeeper, 294-8878, sevs04@iastate.edu	